



PRISM 5.0

New Functionality – Part 3



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About This Document

This document, the third part of the PRISM 5.0 new functionality documentation, includes information about the Grants and Federal Assistance Award Data System (FAADS) module which enables you to issue and administer grants. It is a separate PRISM module, and is controlled by license.





Your Notes

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Grants

To use the PRISM grants functionality you must purchase the Grants and FAADS Reporting module. Once the module is purchased and turned on, access to the module is controlled by Security Groups.

The Grants module is subject to Autonumber rules (System Setup | System Configuration | Site | Autonumber) and has its own set of Autonumber Masks (System Setup | Autonumbering).

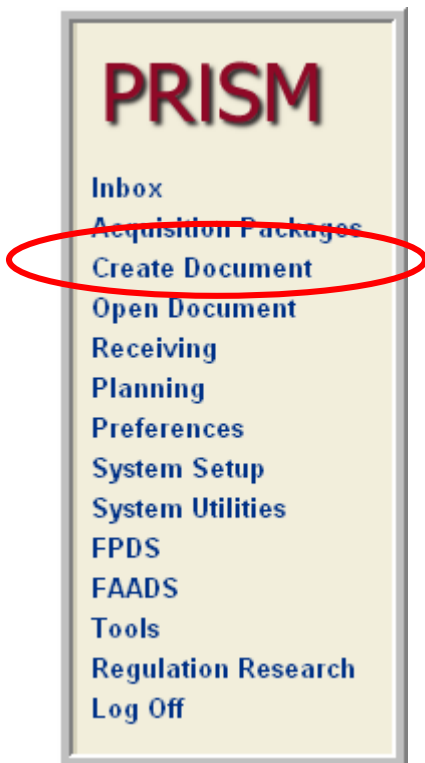
A clause template can be added to the grant during creation (when you select the template) or after the grant has been created (in which case you use the Load Template feature). You can create clause templates specially available for use on grants using System Setup | Clause Template | General | Available for Use On.

Creating a Grant

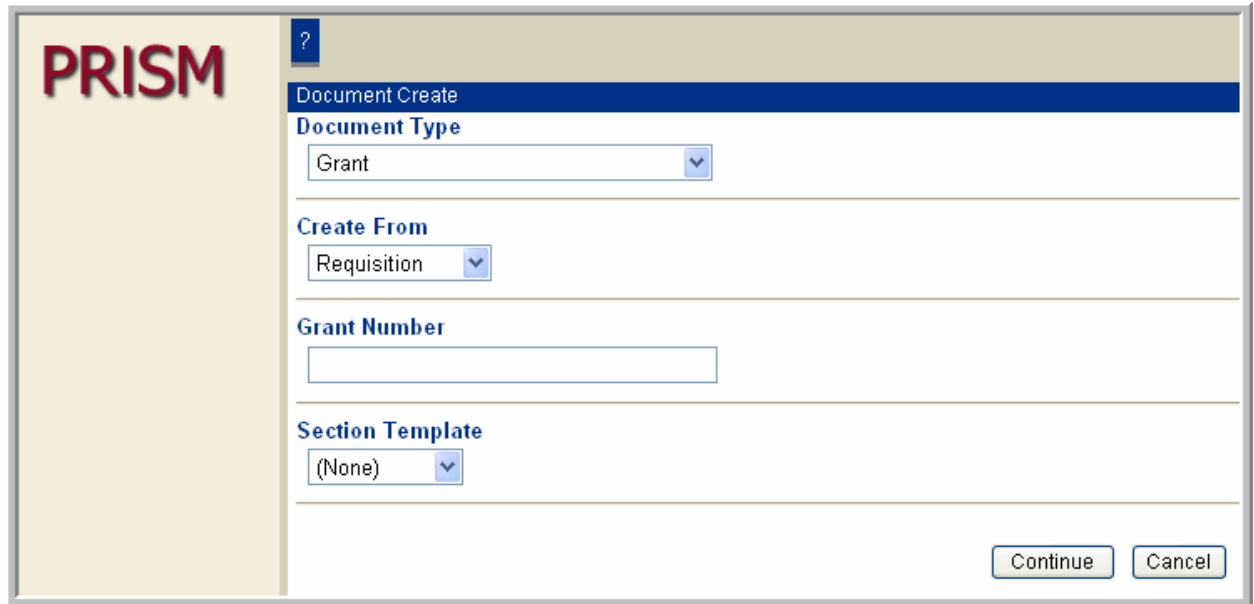
The process outlined below is a recommended method for creating a grant. Grants work much like contracts; a grant can be created from scratch (create a new grant), from a requisition, from a solicitation, an existing grant, or a reconstruct. The process below is written for creating a new grant from scratch.

To create a grant, follow these steps.

1. Access PRISM.
2. Click **Create Document**.



3. On the Document Create page:

The image shows a screenshot of the PRISM software interface. On the left is a vertical sidebar with the word "PRISM" in large, bold, red letters. The main area is titled "Document Create" in a blue header bar. Below this, there are four sections, each with a title and a dropdown menu: "Document Type" with "Grant" selected, "Create From" with "Requisition" selected, "Grant Number" with an empty text box, and "Section Template" with "(None)" selected. At the bottom right of the form are two buttons: "Continue" and "Cancel".

- a. Select **Grant** in the *Document Type* field.
- b. In the *Create From* field, select **New**.



Notes

This is where you can choose whether to create your grant from New, Existing Grant, Reconstruct, Requisition, or Solicitation.

Each selection in the list above follows normal PRISM functionality.

- c. Depending on your agency's business practices for grant numbering options, either:
 - click the *System Generated* radio button and then select a grant numbering option.

-OR-

 - Click the *Manual Entry* radio button and type the grant number in the field next to the radio button.
- d. Depending on your agency's business practices for section templates, select a section template source in the *Section Template* field.



Note

You're not really selecting the template itself here, just telling PRISM you want to use one and then you select it later in the process.

4. Click **Continue**. The General Information page displays.

PRISM

Grant

Main

General

Additional Info

Text

Summary

Items

Recipient

Package

Supporting Docs

Validations

Route History

Status History

Notifications

Suspense Items

Ownership

Navigator

Return to Home

Route Release View Form Delete Terminate FAADS Renumber ?

Grant Information

Grant Number: MLT123 Stage: Award Number of Items: 0

Version: BASE-In Progress Net View: Off Total Amount: \$0.00

Obligation: \$0.00

General Information

Owner: System Administrator

Type of Agreement: Grant

Award Type: Fixed-price

Award Date: 06/15/2005

Effective Date: 06/15/2005

Completion Date:

Admin Office: Edit ...

Sponsoring Office: Edit ...

Invoice Office: Edit ...

Recipient: ...

Buyer: ...

Agreements Officer: ...

Program Manager: ...

Primary Product / Service Code: ...

Period of Performance: to

- In the *Type of Agreement* field, select Grant. This data prints in the *Type of Agreement* field on the Assistance Agreement form.
- In the *Award Type* field, select the default award type for all line items associated with this award. You can change the award type at the line item level for each line item. You can choose:
 - Cost
 - Cost Sharing
 - Fixed Price
- In the *Award Date* field, type or select the date of the award. The system defaults to the date on which the document is created.
- In the *Admin Office* field, type or select the office that administers the award.
- In the *Sponsoring Office* field, type or select the office that is sponsoring the effort funded by the grant money.
- In the *Invoice Office* field, type or select the office that receives the invoice.

- g. In the *Recipient* field, type or select the recipient of the award. This list is filtered based on a corresponding field in the recipient's record. Results in the selection list are filtered to only display vendors that are grant recipients (System Setup | Vendor | General | Relationship with Government).
- h. In the *Buyer* field, type or select the buyer to whom this grant is assigned.
- i. In the *Agreements Officer* field, type or select the agreement officer code. The selection list includes only those users assigned the agreements officer role. The Agreements Officer is the warranted individual who issues and administers the grant on behalf of the government.
- j. In the *Program Manager* field, type or select the program manager. The Program Manager is the government representative who oversees the activities performed by the recipient under the grant.



Depending on your agency's setup, additional fields might display. Contact your Administrator for more information.

Note

5. Click **Additional Info**.



6. On the Additional Information page, type the Catalog of Federal Domestic Assistance (CFDA) number in the *CFDA Number* field.

The screenshot displays the PRISM 5.0 Grants interface. On the left is a navigation menu with the PRISM logo and a 'Grant' section containing links: Main, General, Additional Info (highlighted with a red box), Text, Summary, Items, Recipient, Package, Supporting Docs, Validations, Route History, Status History, Notifications, Suspense Items, Ownership, Navigator, and Return to Home. The main content area has a top bar with buttons: Route, Release, View Form, Delete, Terminate, FAADS, Renumber, and a help icon. Below this is the 'Grant Information' section showing: Grant Number: 354534354, Stage: Award, Number of Items: 0, Version: BASE-In Progress (dropdown), Net View: Off, Total Amount: \$0.00, and Obligation: \$0.00. The 'Additional Information' section follows, with the 'CFDA Number' field circled in red. Other fields include Site: COTS, Requisition Number: (None), Solicitation Number: (None), Project ID (with a dropdown icon), Project Title, Confirmed With, Subsistence (checkbox), DO/DPAS Rating, NAICS Code: (None) (with a dropdown icon), Size Standard: (None), Payment Office (with an Edit button and dropdown icon), and Originating Office (with an Edit button and dropdown icon).

7. Click **Items**.

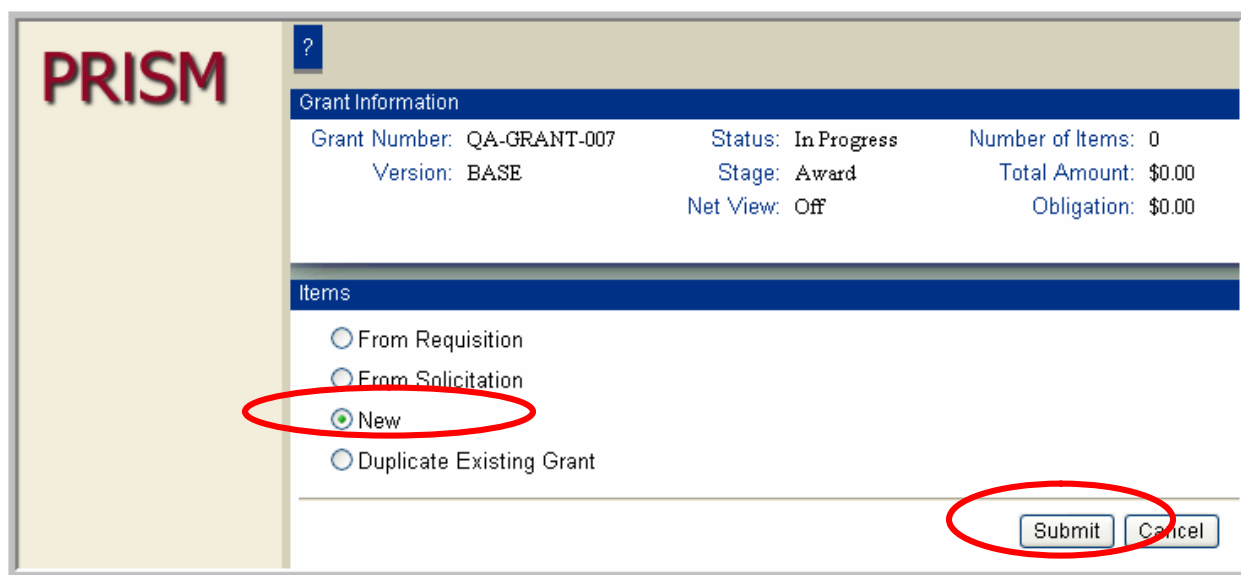
This screenshot shows the same PRISM 5.0 Grants interface, but the 'Items' link in the left navigation menu is now highlighted with a red box, indicating it has been selected.

8. Click **Add**.



The screenshot shows the PRISM application interface. On the left is a navigation menu with the 'PRISM' logo at the top, followed by a 'Grant' section and a list of links: Main, Items (highlighted with a red box), Recipient, Package, Supporting Docs, Validations, Route History, Status History, Notifications, Suspense Items, Ownership, Navigator, and Return to Home. The main content area has a top bar with 'Add', 'View Form', and '?' buttons, with 'Add' circled in red. Below this is the 'Grant Information' section showing details for Grant Number MLT123, Status In Progress, Number of Items 0, Version BASE, Stage Award, Total Amount \$0.00, and Net View Off. The bottom section is titled 'Items' and contains a table with headers: Select, Item Number, Description, Option Item, Status, Quantity, Amount, Version, and Action.

9. On the Items page, select **New**, then click **Submit**:



The screenshot shows the PRISM application interface on the 'Items' page. The left navigation menu is the same as in the previous screenshot. The main content area has a top bar with a '?' button. Below is the 'Grant Information' section showing details for Grant Number QA-GRANT-007, Status In Progress, Number of Items 0, Version BASE, Stage Award, Total Amount \$0.00, and Net View Off. The bottom section is titled 'Items' and contains four radio button options: From Requisition, From Solicitation, New (circled in red), and Duplicate Existing Grant. At the bottom right, there are 'Submit' and 'Cancel' buttons, with 'Submit' circled in red.

10. On the Item General page:

PRISM

Grant

General

Additional Info

Ship To / Acct

Funding

Text

Suspense Items

Summary

Validations

Return

First Previous Next Last Add Copy Delete ?

Item Information

Grant Number: GM-2003014 Item Number 1 of 1

Item Number: Sub Item Number: Go To

Item General

Item Number: 1

Sub Item Number:

Sequence for Sub Number:

User Product Code:

Description:

Requisition Number: (None)

Solicitation Number: (None)

Product Service Code:

Period of Performance: to

Calculate By Percentage:

Print Detail:

Line Item Type:

Contractor Proposal Amount:

Qualifier: By Quantity

Award Type: Fixed-price

Unit of Issue:

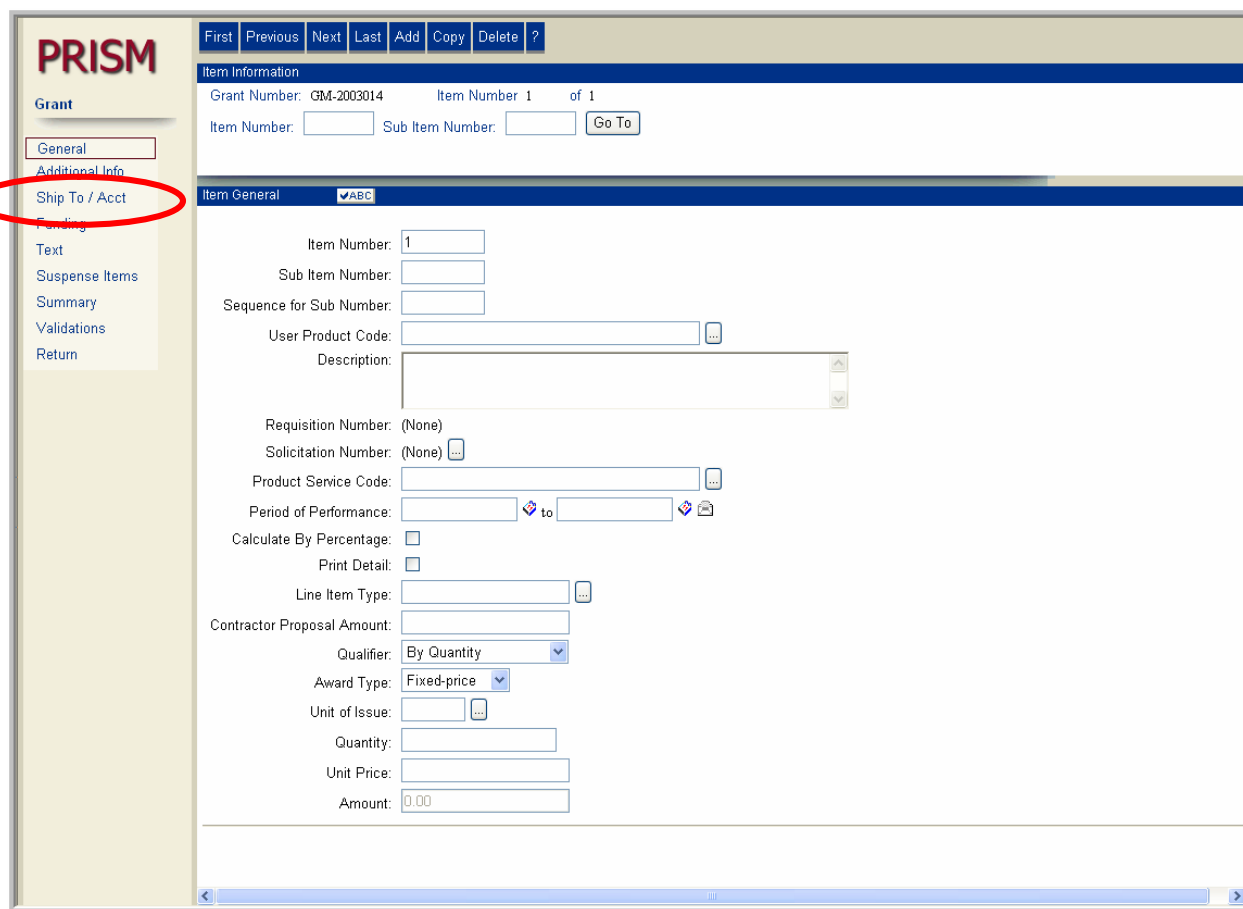
Quantity:

Unit Price:

Amount: 0.00

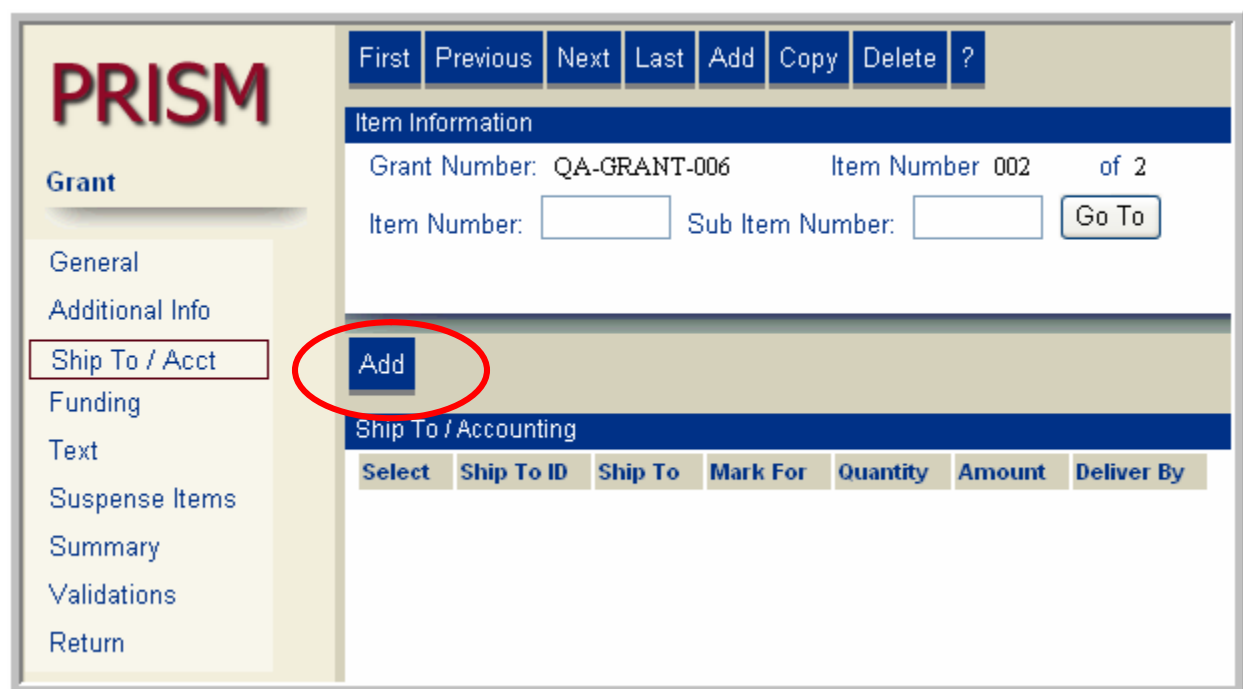
- Type a description of the line item in the *Description* field.
- Select the qualifier in the *Qualifier* field.
- Select the award type in the *Award Type* field.
- Type or select the unit of issue in the *Unit of Issue* field.
- Type the quantity in the *Quantity* field.
- Type the unit price in the *Unit Price* field.

11. Click **Ship To / Acct.**



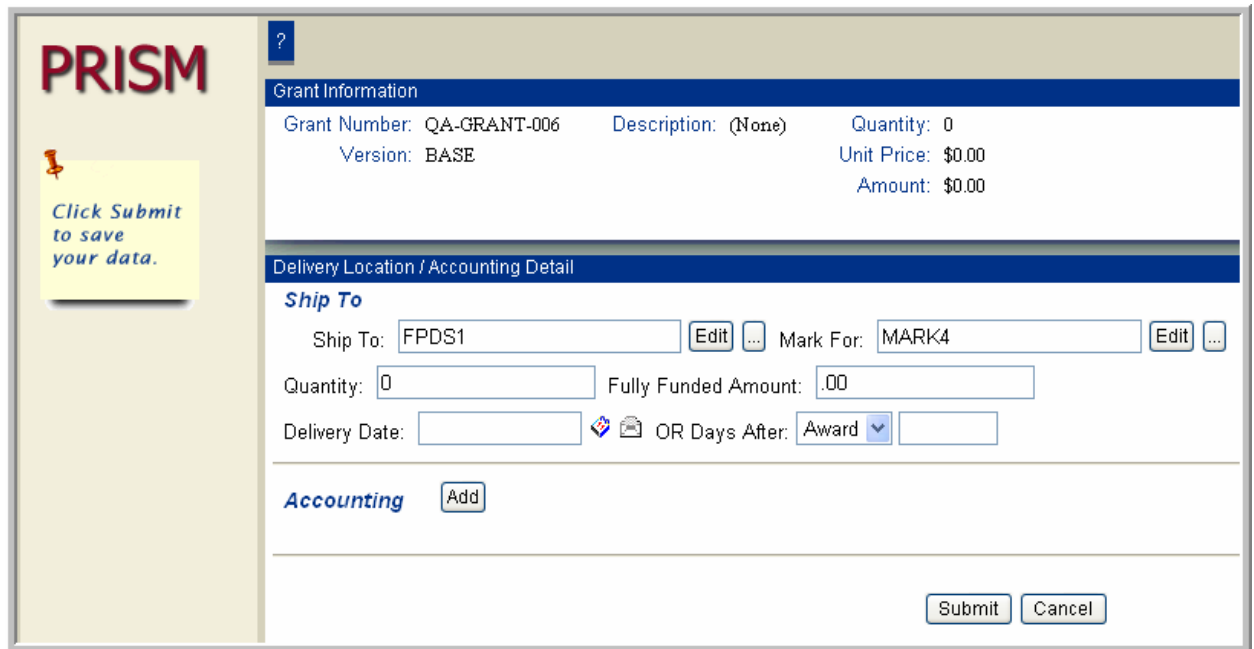
The screenshot shows the PRISM 5.0 interface for the 'Ship To / Acct.' page. On the left, a sidebar menu under the 'Grant' heading lists: General, Additional Info, Ship To / Acct (highlighted with a red circle), Funding, Text, Suspense Items, Summary, Validations, and Return. The main content area has a top navigation bar with buttons: First, Previous, Next, Last, Add, Copy, Delete, and ?. Below this is the 'Item Information' section, showing 'Grant Number: GM-2003014' and 'Item Number 1 of 1'. It includes input fields for 'Item Number' and 'Sub Item Number', and a 'Go To' button. The 'Item General' section, marked with a '▼ABC' icon, contains various fields: 'Item Number' (1), 'Sub Item Number', 'Sequence for Sub Number', 'User Product Code' (with a search icon), 'Description' (text area), 'Requisition Number: (None)', 'Solicitation Number: (None)' (with a search icon), 'Product Service Code' (with a search icon), 'Period of Performance' (date range), 'Calculate By Percentage' (checkbox), 'Print Detail' (checkbox), 'Line Item Type' (with a search icon), 'Contractor Proposal Amount', 'Qualifier' (By Quantity), 'Award Type' (Fixed-price), 'Unit of Issue' (with a search icon), 'Quantity', 'Unit Price', and 'Amount' (0.00).

12. On the Ship To / Accounting page, click **Add**.



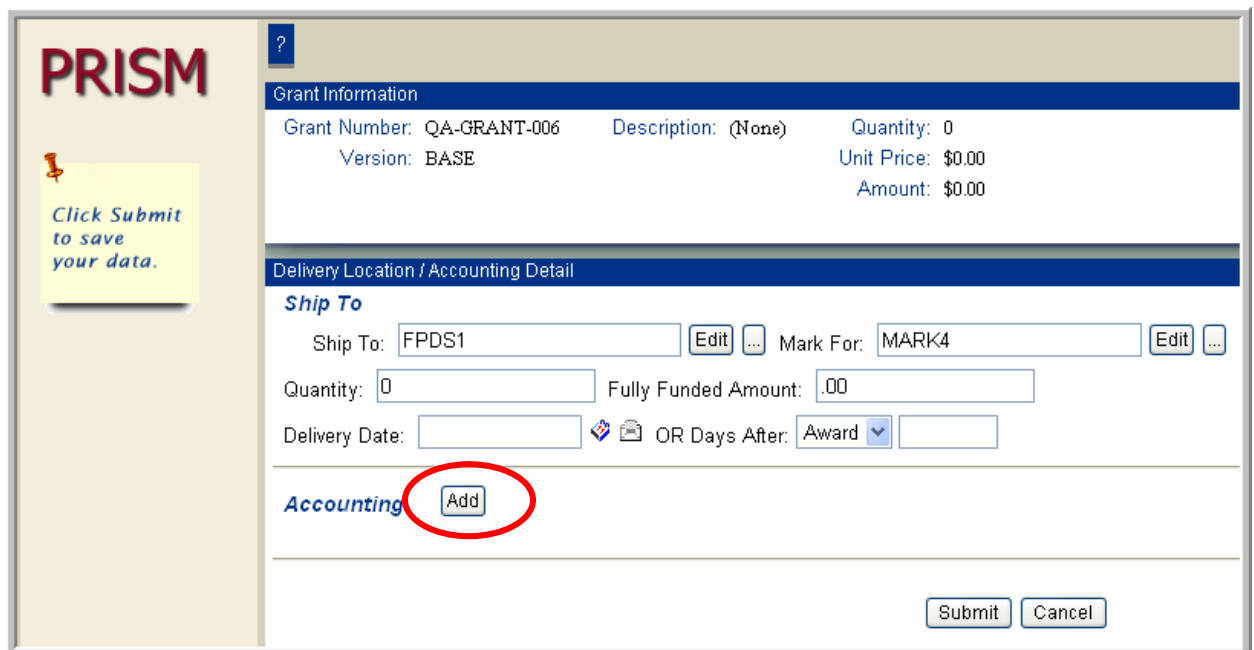
The screenshot shows the PRISM 5.0 interface for the 'Ship To / Accounting' page. The left sidebar menu is the same as in the previous screenshot, with 'Ship To / Acct' highlighted. The main content area has a top navigation bar with buttons: First, Previous, Next, Last, Add (highlighted with a red circle), Copy, Delete, and ?. Below this is the 'Item Information' section, showing 'Grant Number: QA-GRANT-006' and 'Item Number 002 of 2'. It includes input fields for 'Item Number' and 'Sub Item Number', and a 'Go To' button. The 'Ship To / Accounting' section, marked with a '▼ABC' icon, features a table with columns: Select, Ship To ID, Ship To, Mark For, Quantity, Amount, and Deliver By.

13. On the Delivery Location / Accounting Detail page:



The screenshot shows the PRISM 5.0 interface. On the left is a sidebar with the PRISM logo and a yellow sticky note that says "Click Submit to save your data." The main content area has a blue header bar with a question mark icon. Below this is a "Grant Information" section with fields for Grant Number (QA-GRANT-006), Description (None), Quantity (0), Version (BASE), Unit Price (\$0.00), and Amount (\$0.00). The next section is "Delivery Location / Accounting Detail". Under the "Ship To" sub-header, there are fields for Ship To (FPDS1), Mark For (MARK4), Quantity (0), Fully Funded Amount (.00), and Delivery Date. There is also a field for OR Days After with a dropdown menu set to "Award". Below this is an "Accounting" section with an "Add" button. At the bottom right are "Submit" and "Cancel" buttons.

- Type or select the ship to code in the *Ship To* field.
- Type or select the delivery date in the *Delivery Date* field, or select the number of days after award in the *OR Days After* field.

14. Click **Add**.

This screenshot is identical to the one above, but the "Add" button in the "Accounting" section is circled in red to indicate it should be clicked.

15. On the Accounting Information Detail page:

PRISM

Click Submit to save your data.

Grant Information

Grant Number: QA-GRANT-006 Ship To Code: FPDS1 Quantity: 0
Version: BASE Item: 002 Amount: \$0.00

Accounting Information Detail

Accounting Information

Account ID: (None)

Accounting Code:

acctfield1

acctfield2

acctfield3

Percent:

Quantity:

Fully Funded Amount:

Obligated Amount: Uninvoiced:

Subject to Availability of Funds: ☐

Project Number:

Task Number:

Payment Office:

- Type or select the accounting code in the *Accounting Code* field.
- Type and/or select the other accounting information according to your agency's business practices.
- Click **Calculate**.

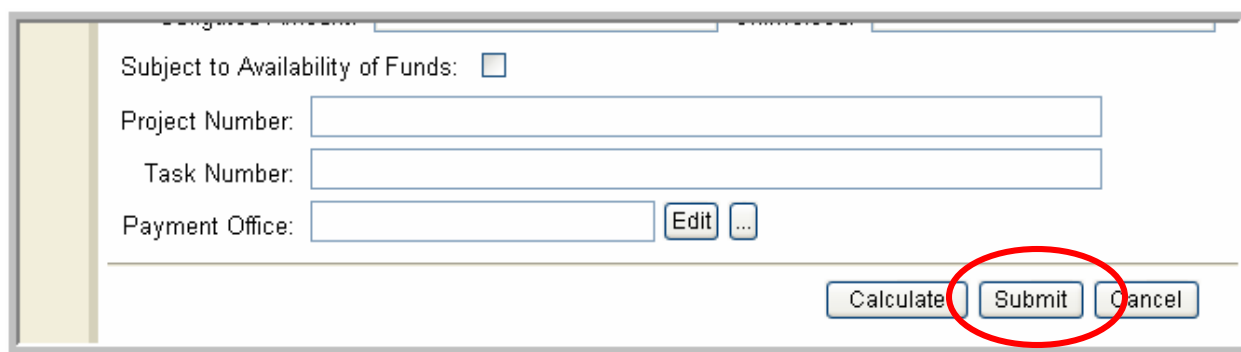
Subject to Availability of Funds: ☐

Project Number:

Task Number:

Payment Office:

- Click **Submit**.



Subject to Availability of Funds: ☐

Project Number:

Task Number:

Payment Office:

- e. If necessary, repeat steps 12 through 14d until you have added all the necessary accounting codes.
- f. When you are finished, click **Submit** on the Delivery Location / Accounting Detail page.



In grants, you can send a FAADS report after this step. See FAADS Reporting for more information.

Notes

16. Click **Package**.

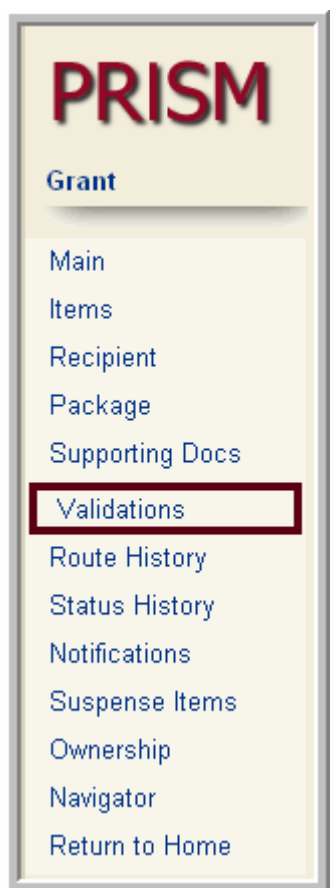
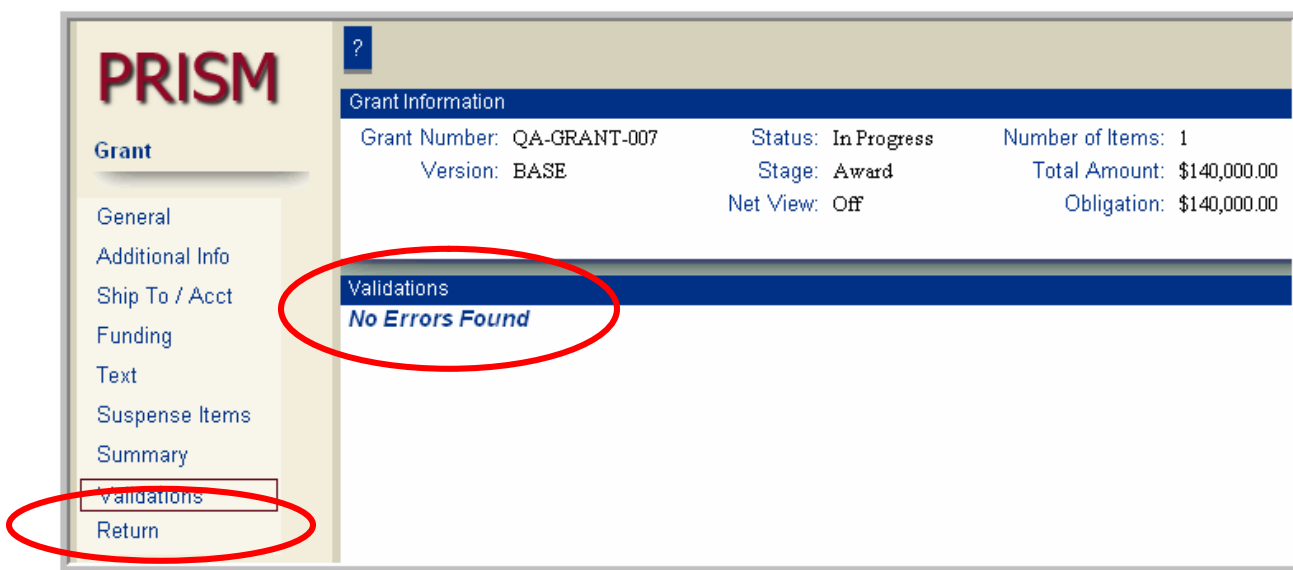


17. Click **Change Form**.

The screenshot shows the PRISM Grant Information page. On the left is a navigation menu with links: Grant, Main, Items, Recipient, Package, Cover Page (highlighted with a red box), Body, Attachments, Supporting Docs, and Validation. The main content area has a 'Change Form ?' button circled in red. Below it is the 'Grant Information' section with details: Grant Number: 354534354, Status: In Progress, Number of Items: 0, Version: BASE, Stage: Award, Total Amount: \$0.00, and Net View: Off, Obligation: \$0.00. Below this is a 'Cover Page' section with the message: 'There is no form associated with this grant. Choose Change Form to select a form.'

18. On the Form Selection page, select the grant form according to your agency's business practices. For the purposes of this example, the screen shot below displays the Assistance Agreement Form.

The screenshot shows the PRISM Form Selection page. It has a search bar with 'Form' entered and a dropdown arrow. To the right is a 'For:' field and 'Display' and 'Cancel' buttons. Below the search bar is a 'Results per page:' dropdown set to '10'. The main content area is a table with two columns: 'Form' and 'Description'. The first row is 'Assistance Agreement Form' and 'Assistance Agreement Form', with the 'Assistance Agreement Form' text circled in red. At the bottom, it says 'Page 1 of 1'.

19. Click **Validations**.20. The system checks your entries. If the message **No Errors Found** displays, click **Return**. The General Information page for the Main menu displays.

21. Click **Main**.



22. Click **Route**. The Route / Approval Selection page displays. Route the grant as per your agency's business practices.

A screenshot of the PRISM application's 'Route / Approval Selection' page. The left sidebar shows a navigation menu with 'Grant' selected, and 'Main' and 'General' highlighted. The main content area has a top navigation bar with buttons: 'Route' (circled in red), 'Self Approve', 'Release', 'View Form', 'Delete', 'Terminate', 'FAADS', 'Renumber', and '?'. Below this, the 'Grant Information' section displays: Grant Number: QA-GRANT-007, Stage: Award, Number of Items: 2, Version: BASE-In Progress, Net View: Off, Total Amount: \$140,000.00, and Obligation: \$140,000.00. The 'General Information' section below shows: Owner: System Administrator, Type of Agreement: Grant, Award Type: Fixed-price, Award Date: 06/15/2005, Effective Date: 06/15/2005, Completion Date: (empty), Admin Office: ADMINID, and Sponsoring Office: ISSUFIID. Each date field has a calendar icon, and the office fields have 'Edit' buttons.

23. Click **Submit**.

FAADS Reporting

FAADS is a central collection of selected, computer-based data on federal financial assistance award transactions, compiled quarterly. Each standard record is identified as being one of two possible types: county aggregate and action-by-action. PRISM adds the new functionality to support action-by-action records. Each record contains such information as the recipient of the assistance, the amount of the assistance, the program under which the award was made, and a project description.

Agency Options Page

To configure PRISM to collect grants data for the FAADS module, follow these steps.

1. Access PRISM.
2. Click **System Setup**.
3. Click **Sys Configuration**.
4. Click **Agency**.
5. Click **Options**.
6. Click **Edit**.
7. Select **Civilian FAADS** in the *Type of Grants Data Reporting* field.

PRISM

Agency Options

Address

Use Postal Format for Address: ☐

Item

Maximum Line Item Number Length:

Maximum Sub Line Item Number Length:

Print Line Item Numbers with Leading Zeros: ☒

Limit Delivery Locations per Line Item to 1: ☐

Requisition

Requisition Number Exact Length:

Require Unit Price on Requisition Line Items: ☐

Requisitioner is Required: ☒

Delivery/Task Order

Enforce Contract Min/Max Limits on Delivery/Task Orders:

Allow DOs on Fixed-price Contracts: ☒

BPA

Enforce BPA Min/Max Limits on BPA Orders:

Grants

Type of Grants Data Reporting:

Section 845 OT

Type of Section 845 OT Data Reporting:

Invoice

Require Invoice Matching: ☐

Acceptance

Acceptance Type:

USSGL

USSGL Trans Code:

Check USSGL Trans Code: ☐

USSGL Trans Code SL:

Default for Requisition:

Default for Award:

Account Code Separator

Account Code Separator:

Project

Project Number:

Check Project Number: ☐

Project Number SL:

Task

Task Number:

Check Task Number: ☐

Task Number SL:

Product Code

Require Product Code: ☐

Allow Route Cancellation

Route Originator: ☐

Administrators: ☒

Anyone on Route: ☐

E-mail Options:

Send E-mail Through:

System Email Address:

E-mail Preferences for Routing:

Send to Approvers: ☒

Send to Reviewers: ☐

Send to Originator on Disapproval: ☒

Agency FAADS Page

To configure the FAADS module for your agency, follow these steps.

1. Access PRISM.
2. Click **System Setup**.
3. Click **Sys Configuration**.
4. Click **Agency**.
5. Click **Data Reporting**.
6. Click **FAADS**.

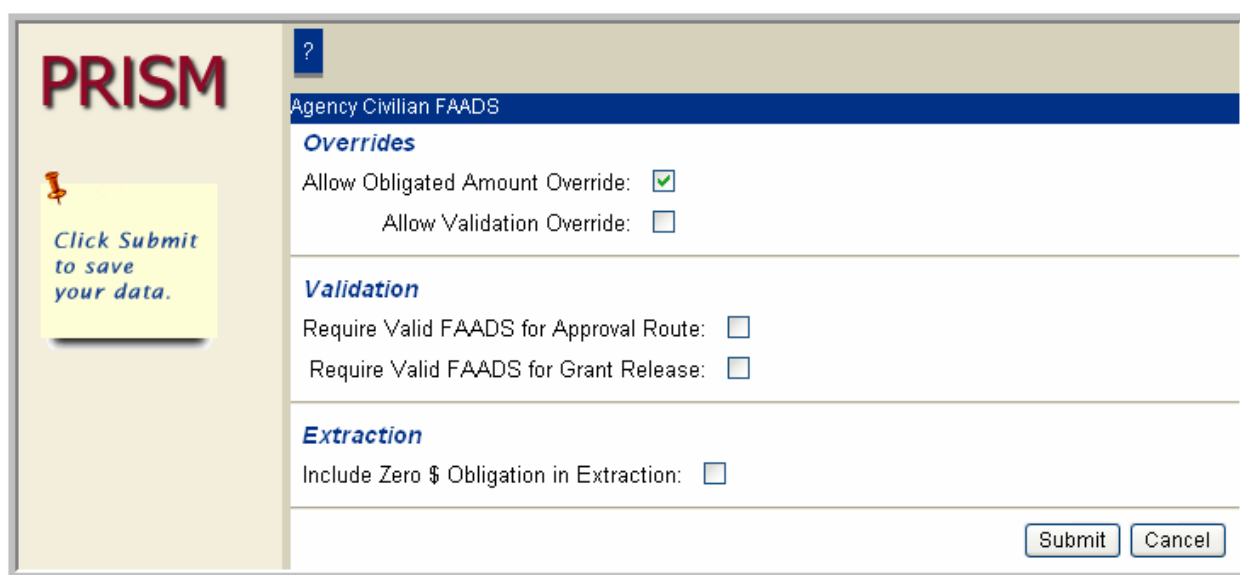


7. Click **Edit**.



The screenshot shows the PRISM Agency FAADS Summary page. The left sidebar contains a menu with options: General, Options, Login, Data Reporting, FPDS, FAADS (highlighted with a red box), DD 2759, Vendor, Account Segments, System Fields, Custom Fields, OCI, API, Office Addresses, and Return. The main content area has a title bar with 'Edit' and '?' buttons, with 'Edit' circled in red. Below the title bar is the 'FAADS Summary' section, which includes three sub-sections: 'Overrides' (Allow Obligated Amount Override: Yes, Allow Validation Override: No), 'Validation' (Require Valid FAADS for Approval Route: No, Require Valid FAADS for Grant Release: No), and 'Extraction' (Include Zero \$ Obligation in Extraction: No).

8. Use the table below to make field entries on the Agency Civilian FAADS page.



The screenshot shows the PRISM Agency Civilian FAADS page. The left sidebar contains a menu with options: General, Options, Login, Data Reporting, FPDS, FAADS (highlighted with a red box), DD 2759, Vendor, Account Segments, System Fields, Custom Fields, OCI, API, Office Addresses, and Return. The main content area has a title bar with a '?' button. Below the title bar is the 'Agency Civilian FAADS' section, which includes three sub-sections: 'Overrides' (Allow Obligated Amount Override: ☒, Allow Validation Override: ☐), 'Validation' (Require Valid FAADS for Approval Route: ☐, Require Valid FAADS for Grant Release: ☐), and 'Extraction' (Include Zero \$ Obligation in Extraction: ☐). A yellow sticky note on the left side of the main content area reads: 'Click Submit to save your data.' At the bottom right, there are 'Submit' and 'Cancel' buttons.

Field Name	Description
Allow Obligated Amount Override	Check the box if you want to give the user permission to override the obligated amount.
Allow Validation Override	Check the box if you want to give the user permission to release the report without successful validation.
Require Valid FAADS for Approval Route	Check the box if FAADS must be completed and validated before routed for approval.
Require Valid FAADS for Grant Release	Check the box if FPDS must be completed and validated before a grant can be released.
Include Zero \$ Obligation in Extraction	Check the box if all records must be extracted to FAADS even if the money is not obligated.

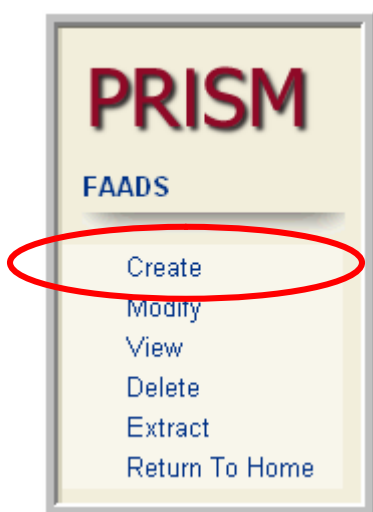
Creating a FAADS Report

To create a FAADS report, follow these steps.

1. Access PRISM.
2. Click **FAADS**.



- Click **Create**.



- On the Selection for Create FAADS page, select a grant.

Search		Cancel	Hide	?
Grant Number <input type="text"/>				
Modification Number <input type="text"/>				
Site <input type="checkbox"/> <input type="text" value="COTS"/>				
Include Related Sites: <input type="checkbox"/>				
Sort By <input type="text" value="Grant Number"/>				
Max Results <input type="text" value="100"/>				
Results per Page <input type="text" value="10"/>				
Selection for Create FAADS				
Grant Number	Modification Number	Award Date	Award Status	Obligated Amount
0415-GRANT-CB	BASE	04/15/2005	Released	126400
5555555	BASE	05/20/2005	In Progress	0
AAAAAAA	BASE	03/23/2005	In Progress	0
BERN-GRANT-000	BASE	06/08/2005	In Progress	0
CM-GRANT-001	BASE	05/10/2005	In Progress	0
FRANK-GRANT-000	BASE	06/08/2005	In Progress	0
GR3214	BASE	03/21/2005	In Progress	5000
GR65645	BASE	06/08/2005	In Progress	5000
GRANT-09	BASE	05/16/2005	In Progress	0
GRANT-14	BASE	05/16/2005	In Progress	0
<input type="button" value="Next"/> Page 1 of 3 (25 results found)				
Search Cancel Hide ?				

5. Use the table below to understand the fields on the FAADS: Grant Number page.

PRISM

View Form ?

FAADS: Grant Number: CM-GRANT-001







Status: Invalid


Click Submit to save your data.

- CFDA Program Number:
- State Application Identifier (SAI Number):
- Recipient Name:
- Recipient City Code:
- Recipient City Name:
- Recipient County Code:
- Recipient County Name: (None)
- Recipient State Code:
- Recipient Zip Code:
- Type of Recipient:
- Type of Action:
- Recipient Congressional District:
- Federal Agency/Organizational Unit Code:
- Federal Award Identification Number:
 - Core Number: CMGRANT001
 - Modification Number: (None)
- Federal Funding Sign: Obligation
- Federal Funding Amount: 0
- Non-Federal Funding Sign: Obligation
- Non-Federal Funding Amount: 0
- Total Funding Sign: Obligation
- Total Funding Amount: 0
- Obligation / Action Date: 20050510
- Starting Date:
- Ending Date:
- Type of Assistance Transaction:
- Record Type: 2- Action-by-Action Reporting
- Correction / Late Indicator: Current
- Fiscal Year and Quarter Correction: (None)
- Principal Place of Performance Code:
 - State:
 - County or City:
- Principal Place of Performance:
 - State: (None)
 - County or City: (None)
- CFDA Program Title:
- Federal Agency Name: (None)
- State Name: (None)
- Project Description:

Save Validate Submit Cancel

Field Name	Description
Status	Displays Invalid until the information has been entered and validated, at which time the status changes to Valid.

Field Name	Description
CFDA Program Number	Type the Catalog of Federal Domestic Assistance (CFDA) program number. This field is populated based on the value entered on the Additional Info page when the grant is created.
State Application Identifier (SAI Number)	Type the state application identifier (SAI) number.
Recipient Name	<p>Type the name of the recipient of the grant.</p> <div>  <p>This field is populated by the recipient entered on the General page when the grant is created.</p> <p><i>Note</i></p> </div>
Recipient City Code	<p>Type or select the recipient's city code.</p> <div>  <p>This field is based on what is entered in the <i>City</i> field in Vendor Additional Info FIPS.</p> <p><i>Note</i></p> </div>
Recipient City Name	<p>Displays the recipient's city name.</p> <div>  <p>This field is based on what is entered in the <i>City</i> field in Vendor Additional Info FIPS.</p> <p><i>Note</i></p> </div>
Recipient County Code	<p>Type or select the recipient's county code.</p> <div>  <p>This field is based on what is entered in the <i>County</i> field in Vendor Additional Info FIPS.</p> <p><i>Note</i></p> </div>
Recipient County Name	<p>Displays the name of the recipient's county.</p> <div>  <p>This field is based on what is entered in the <i>County</i> field in Vendor Additional Info FIPS.</p> <p><i>Note</i></p> </div>
Recipient State Code	<p>Type or select the recipient's state code.</p> <div>  <p>This field is populated by the recipient entered on the General page when the grant is created.</p> <p><i>Note</i></p> </div>

Field Name	Description
Recipient Zip Code	<p>Type the recipient's ZIP code.</p>  <p>This field is populated by the recipient entered on the General page when the grant is created.</p> <p><i>Note</i></p>
Type of Recipient	<p>Select one of the following</p> <ul style="list-style-type: none"> • 00- State Government • 01- County Government • 02- City or Township Government • 04- Special District Government • 05- Independent School District • 05- State Controlled Institution of Higher Education • 11- Indian Tribe • 12- Other Nonprofit • 20- Private Higher Education • 21- Individual • 22- Profit Organization • 23- Small Business • 25- Other
Type of Action	<p>Select one of the following:</p> <ul style="list-style-type: none"> • A- New Assistance Action • B- Continuation • C- Revision • D- Funding Adjustment to Completed Project
Recipient Congressional District	<p>Select one of the following</p> <ul style="list-style-type: none"> • 00- A Congressional District at Large • 98- Jurisdictions with a Nonvoting Delegate • 99- Jurisdictions with no Representative • 90- Jurisdictions included in more than one Congressional District

Field Name	Description
Federal Agency/Organizational Unit Code	Type or select the federal agency / organizational unit code.
Federal Award Identification Number	Displays the core number and/or modification number for this grant.
Federal Funding Sign	Select Deobligation if there is a decrease in the federal government's obligation or contingent liability. Otherwise, select Obligation .
Federal Funding Amount	Type the amount of federal funding on the grant.
Non-Federal Funding Sign	Select Deobligation if there is a decrease in the federal government's obligation or contingent liability. Otherwise, select Obligation .
Non-Federal Funding Amount	Type the amount of non-federal funding on the grant.
Total Funding Sign	Displays Obligation or Deobligation.
Total Funding Amount	Displays the total funding amount on the grant.
Obligation / Action Date	Type the obligation / action date. This field is populated with the award date entered in the <i>Award Date</i> field on the General page.
Starting Date	Type the starting date for the grant.
Ending Date	Type the ending date for the grant.

Field Name	Description
Type of Assistance Transaction	<p>Select one of the following:</p> <ul style="list-style-type: none"> • 02- Block Grant (A) • 03- Formula Grant (A) • 04- Project Grant (B) • 05- Cooperative Agreement (B) • 06- Direct Payment for Specified User © • 07- Direct Loan (E) • 08- Guaranteed / Insured Loan (F) • 09- Insurance (G) • 10- Direct Payment with Unrestricted User (D) • 11- Other Reimbursable, Contingent, Intangible, or Indirect Financial Assistance
Record Type	Displays the record type.
Correction / Late Indicator	<p>Displays <code>Correcting</code> if this document is a correction to a previously reported record.</p> <p>Displays <code>Late</code> if this document is a late report of an action occurring in a prior quarter.</p> <p>Displays <code>Current</code> if this document is the current report.</p>
Fiscal Year and Quarter Correction	<p>Displays the year and quarter value according to the federal fiscal calendar.</p> <ul style="list-style-type: none"> • Q1 = October, November, December • Q2 = January, February, March • Q3 = April, May, June • Q4 = July, August, September <p>If the <i>Correction/Late Indicator</i> field is set to <code>Current</code>, this field is disabled.</p> <p>If the <i>Correction/Late Indicator</i> field is set to <code>Late</code>, this field is read-only and the default value is calculated based on the <i>Obligation/Action Date</i> field.</p> <p>If the <i>Correction/Late Indicator</i> field is set to <code>Correcting</code>, the default value is calculated based on the <i>Obligation/Action Date</i> field, and you can override the default value.</p>

Field Name	Description
Principal Place of Performance Code	Displays the principal place of performance code.
State	Type or select the state.
County or City	Type or select the county or city.
Principal Place of Performance	Displays the principal place of performance.
State	Displays the state.
County or City	Displays the county or city.
CFDA Program Title	Type the Catalog of Federal Domestic Assistance (CFDA) program title.
Federal Agency Name	Displays the name of the federal agency.
State Name	Displays the name of the state.
Project Description	Type a description of the project related to this grant.

6. When you are finished with your field entries, you can:
 - a. Click **Override Invalid Status** to override the `Invalid` document status and change it back to `Valid`. According to your system setup and system permissions, this button might not be available to you.
 - b. Click **Remove Override Status** button to change the status back to `Invalid`. According to your system setup and system permissions, this button might not be available to you.
 - c. Click **Save** to save your entries and return to the previous page.
 - d. Click **Validate** to verify your entries. If no errors are found, a confirmation page displays. Click **Return**.
 - e. Click **Submit** to submit your report.
 - f. Click **Cancel** to return to the previous page.

Modifying a FAADS Report

To modify a FAADS report, follow these steps.

1. Access PRISM.
2. Click **FAADS**.



3. Click **Modify**.



- On the Selection for Modify FAADS page, select a grant.

Search		Cancel		Hide		?		
Type of Grants My Grants ▼ Search Grant Number ▼ For <input type="text"/> Site <input type="checkbox"/> COTS <input type="text"/> Include Related Sites: <input type="checkbox"/> Sort By Grant Number ▼ Max Results 100 ▼ Results per Page 10 ▼								
Selection for Modify FAADS								
Grant Number	Modification Number	Award Date	Release Date	Award Status	Extract Status	Valid Status	Obligated Amount	Type of Rep
111222	BASE	05/25/2005		In Progress	No	No	0	Current
112	BASE	05/12/2005		In Progress	No	Yes	240624	Current
1212121212	BASE	06/03/2005	06/03/2005	Released	No	Yes	7824	Current
123	BASE	05/27/2005	05/27/2005	Released	Yes	Yes	27300	Late
23156	BASE	05/03/2005		In Progress	No	No	2871937	Current
2NEWGRANT4-FB05	BASE	05/25/2005	05/25/2005	Released	Yes	Yes	294733	Late
4GRANT05	BASE	05/12/2005	05/12/2005	Released	No	No	0	Current
55555	BASE	06/03/2005	06/03/2005	Released	Yes	Yes	2725	Current
55555	BASE	06/03/2005	06/03/2005	Released	No	Yes	2725	Correcting
878778	BASE	06/03/2005	06/03/2005	Released	Yes	Yes	205495	Current
Next Page 1 of 4 (40 results found)								

- Use the table in Creating a FAADS Report to understand the fields on the FAADS: Grant Number page.



Note

When you select a FAADS record to modify, if it has been extracted, PRISM will ask you if you would like to view it or create a correcting record.

Viewing a FAADS Report

To view a FAADS report, follow these steps.

1. Access PRISM.
2. Click **FAADS**.



3. Click **View**.



- On the Selection for View FAADS page, select a grant.

Grant Number	Modification Number	Award Date	Release Date	Award Status	Extract Status	Valid Status	Obligated Amount	Type of Rep
112	BASE	05/12/2005		In Progress	No	Yes	240624	Current
1212121212	BASE	06/03/2005	06/03/2005	Released	No	Yes	7824	Current
123	BASE	05/27/2005	05/27/2005	Released	Yes	Yes	27300	Late
23156	BASE	05/03/2005		In Progress	No	No	2871937	Current
2NEW/GRANT4-FB05	BASE	05/25/2005	05/25/2005	Released	Yes	Yes	294733	Late
4GRANT05	BASE	05/12/2005	05/12/2005	Released	No	No	0	Current
555555	BASE	06/03/2005	06/03/2005	Released	Yes	Yes	2725	Current
555555	BASE	06/03/2005	06/03/2005	Released	No	Yes	2725	Correcting
878778	BASE	06/03/2005	06/03/2005	Released	Yes	Yes	205495	Current
C566464646B	BASE	02/01/2005	05/25/2005	Released	Yes	Yes	249536	Late

- Use the table in Creating a FAADS Report to understand the fields on the FAADS: Grant Number page.

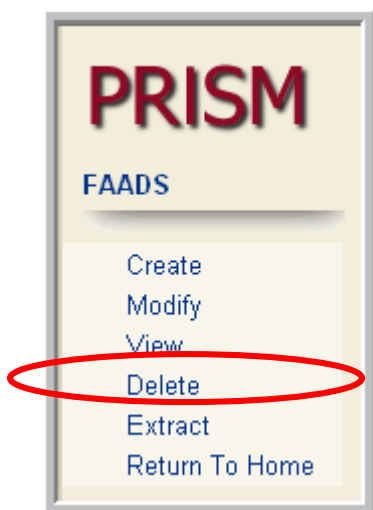
Deleting a FAADS Report

To delete a FAADS report, follow these steps.

- Access PRISM.
- Click **FAADS**.



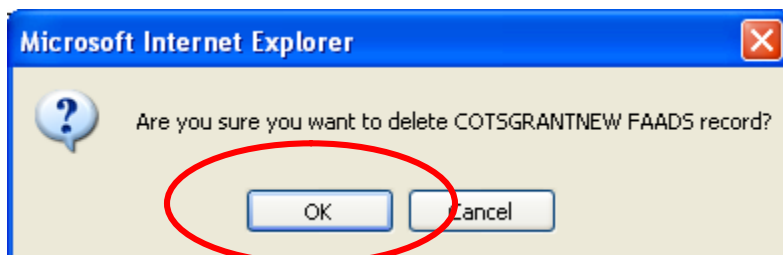
3. Click **Delete**.



You cannot delete a FAADS record once it has been extracted.

Note

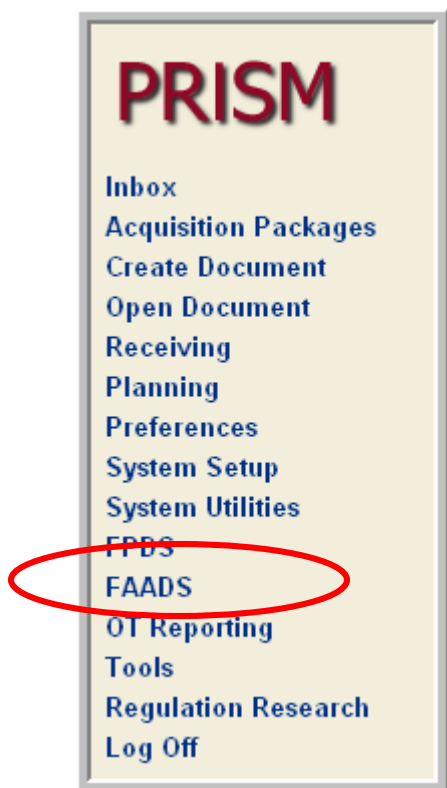
4. On the Selection for View FAADS page, select a grant. At the prompt, click **OK**.



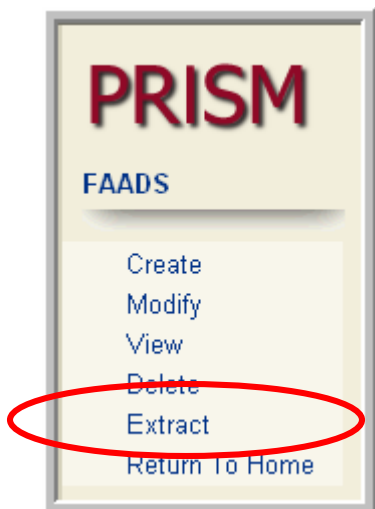
Extracting a FAADS Report

To extract a FAADS report, follow these steps.

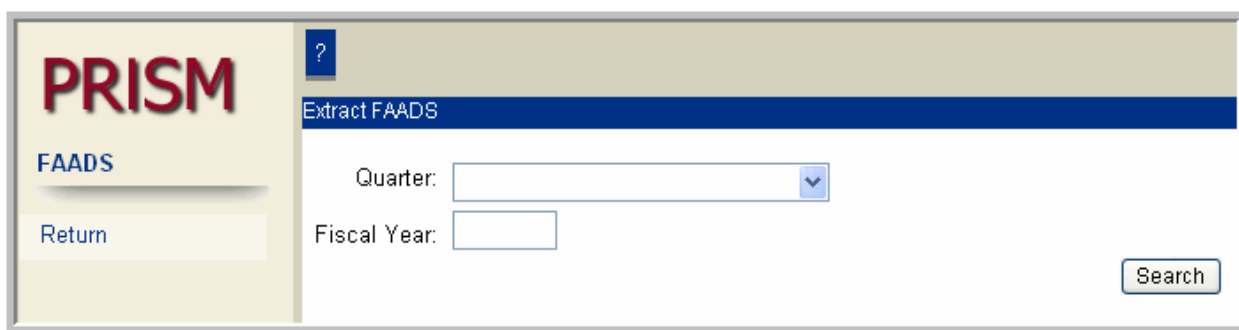
1. Access PRISM.
2. Click **FAADS**.



3. Click **Extract**.



4. On the Extract FAADS page, select one or more FAADS records.



5. Use the table below to understand the fields on the Extract FAADS page.

FAADS records will only show up in the search result when:

- They are valid.
- The grant is released.
- The obligation / action date of the FAADS record falls within the selected reporting quarter.
- The FAADS record is not already extracted.



Notes

At the time of extraction, PRISM identifies any records that are being reported late and sets the *Field Correction / Status Indicator* and *Fiscal Year and Quarter Correction* fields.

Field Name	Description
Quarter	Select the fiscal quarter for which you want to report data.
Fiscal Year	Type the fiscal year for which you want to report data

The values of these fields above are based on the following:

If a FAADS record is extracted after the due date of each quarter (the due date is defined as 30 days after the close of each quarterly period), this record will have the *Field Correction/Late Indicator* set to Late, and have the *Field Fiscal Year and Quarter Correction* calculated based on the *Obligation/Action Date*.



Example

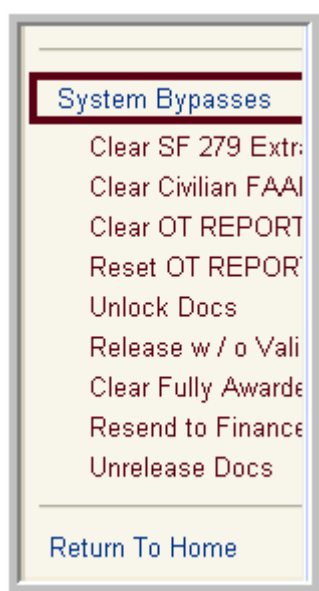
If *Field Obligation/Action Date* is 20040915, the due date for this record will be 10/30/2004. If the system date is greater than 10/30/2004, Field 26 will be changed from Current to Late, and Field 27 will be set to 20044.

If *Field Obligation/Action Date* is 20041001, the due date for this record will be 01/30/2005. If the system date is greater than 01/30/2005, Field 26 will be changed from Current to Late, and Field 27 will be set to 20051.

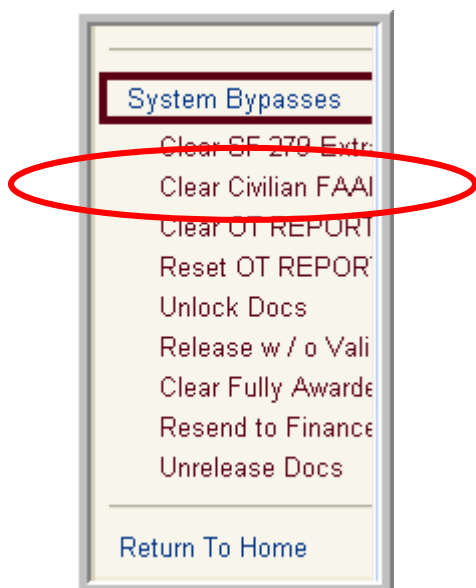
System Utilities – Clear/Reset

There is a system utility available to clear the extract status of a FAADS record. To use this utility, follow these steps.

1. Access PRISM.
2. Click **System Utilities**.
3. Click **System Bypasses**.



4. Click **Clear Civilian FAADS Extract Status**.



5. On the Clear Extract Status page, select the FAADS records you want to extract, then click Clear. Once the extract status has been cleared, the FAADS records are once again available for editing.

The screenshot shows the 'Clear Extract Status - Civilian FAADS' interface. On the left is a search filter panel with fields for Grant Number, Modification Number, Site, Date Range (Start Date: 05/02/2005, End Date: 06/29/2005), Max Results (100), and Results per Page (10). On the right is a table with 6 results. Below the table are two buttons: 'Select All' and 'Clear'. The 'Clear' button is circled in red.

Select	Grant Number	Modification Number	Award Date	Extract Date	Type of Report
<input type="checkbox"/>	05GRANT	BASE	05/25/2005	06/02/2005	Late
<input type="checkbox"/>	GRANT-04	BASE	05/10/2005	06/02/2005	Late
<input type="checkbox"/>	GRANT-04	BASE	05/10/2005	06/02/2005	Correcting
<input type="checkbox"/>	GRANT2ERR	BASE	06/03/2005	06/03/2005	Current
<input type="checkbox"/>	GRANTNEW5	BASE	06/02/2005	06/02/2005	Current
<input type="checkbox"/>	NEWGETGRANT5	BASE	06/03/2005	06/03/2005	Current

Page 1 of 1 (6 results found)

Select All Clear

6. Use the tables below to understand the fields on the Clear Extract FAADS page.

Field Name	Description
Grant Number	Type the grant number for the grant you want to find.
Modification Number	Type the modification number for the grant you want to find.
Site	Type or select the site for the grant you want to find.
Start Date	Type or select the start date for the grant you want to find.
End Date	Type or select the end date for the grant you want to find.
Max Results	Select the maximum number of results you want the system to return in response to your search.
Results per Page	Select the maximum number of results you want the system to display on the page in response to your search.

Column Name	Description
Select	Check the box to select a grant in the list.
Grant Number	Displays the grant number for each grant in the list.
Modification Number	Displays the modification number for each grant in the list.
Award Date	Displays the award date for each grant in the list.
Extract Date	Displays the extract date for each grant in the list.
Type of Report	Displays Current, Late, or Correcting for each grant in the list. New submissions are always Original. Once a FAADS record has been submitted to DAADS, if corrections are needed, you must issue a correcting record. If the grant is canceled and has been reported to DAADS, you must issue a canceling record.